Application for issue of a Birth certificate

Address- Berhampur

Date-15/06/2020

To,

The Executive officer

Berhampur, Municipality

Sub.: Issue of a Birth certificate

Sir,

I have been residing in this place since 2020. A male child born to me on 08/04/2019 and I reported this birth at your office in person on the same date and intimated his name on 16/04/2019.

As I went to educate my son in an English Medium school and the school authorities demand a birth certificate for the admission of my child in their school. I request the favour of your kindly issuing me a birth certificate in favour of my child. Necessary fees have been remitted.

Thank You

Yours faithfully

Signature of the applicant